



City of Milpitas

Announces a job opportunity for Neighborhood Preservation Intern

Working Title: Neighborhood Preservation Intern
Hourly Range: \$10.00 - \$15.00
Final Filing Date: June 3, 2015

The City of Milpitas seeks a Part-Time, Temporary Intern to assist the Neighborhood Services Division in its responsibility to enforce Municipal Codes. Under supervision, the Neighborhood Preservation Intern will assist in implementing and performing varied specialized administrative and technical activities related to code compliance, including researching, processing and resolving citizen complaints, and other related work as assigned. This part-time position requires a minimum commitment of six months at 20 to 25 hours per week.

DUTIES

- Provides information to the public regarding municipal ordinances and department enforcement procedures at the front counter, out in the community, and/or over the telephone. A high level of direct public contact is required.
- Processes citizen complaints regarding potential municipal ordinance violations.
- Researches, compiles and accurately enters data into various formats, computer systems, and software applications; produces reports on a timely basis; maintains accurate records and files.
- Inspects, photographs, and conducts surveys of residential and commercial properties to determine ordinance violations and compliance.
- Manages the Lend-a-Tool Program, including arranging appointments, managing inventory and other duties.
- Assists in scheduling and setting up rooms for various meetings; accurately records and produces meeting minutes.
- Prepares, maintains and updates a variety of handouts, instruction sheets, procedures, and other written materials relating to department processes.
- Performs other related duties as required.

Knowledge of:

Techniques for dealing effectively with people from various socio-economic, ethnic, and age groups; research concepts and methods; conflict resolution principles and methods; principles and practices of code enforcement; modern office equipment, including computers and related software.

Ability to:

- Work in a professional administrative setting, as well as in the field.
- Learn applicable federal, state and local laws and regulations relative to code compliance.
- Perform property inspections and surveys, and manage cases related to code enforcement, under the supervision of staff.
- Work and interact with residents and business owners to improve their property to established city standards.
- Enforce rules and regulations relative to program areas of responsibility.
- Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines and regulations.
- Independently follow through and coordinate multiple projects and meet critical deadlines.
- Maintain accurate records and case files, and prepare reports and data in written and graphic form in order to meet established timelines.
- Communicate clearly, concisely and effectively, both verbally and in writing.
- Establish and maintain effective work relationships with individuals from other City departments, agencies and with the public.
- Use modern office equipment, including computers and related software, including but not limited to Microsoft Word, Excel, PowerPoint and Outlook.

MINIMUM QUALIFICATIONS

Education: Any combination of related experience and education equivalent to an Associate Degree (60 completed units of college-level education).

Experience: At least one year of work in an administrative/technical support field.

License: Possession of a valid California Driver's License.

Note:

Upon selection, additional requirements include:

1. Fingerprint clearance (Department of Justice background check).

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; safely drive a vehicle to and from properties in the City of Milpitas to perform inspections, surveys, and other field-related work; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions; the noise level is relatively quiet.

APPLICATION PROCEDURE

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.CalOpps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application.

Please submit a completed application and resume. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the examination process. Only those candidates most qualified will be invited to an interview. Verification of other required documentation may be required at a later date.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination and selection process will be made upon request. The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

